

# *Intelligent Education Group*

*A User Manual of Intelligent Management System*

*Student Introduction*



### Registration

Whenever a new student registers, you must key in his/ her data according to the registration form. After you have done it, click “Add Student”. Besides, you can update your students’ information anytime. You just search the student by full name or keyword and click the “pencil” icon. Please select “Update Student” after changing the student’s data.

**NOTE 1:** You have to input all the details of the new students otherwise you cannot enroll them successfully.

**NOTE 2:** Chinese characters are forbidden to use in the Intelligent Management System.

**NOTE 3:** Before you click the "Add Student", you have to upload the student's photo.

### Enrolment

Once you have keyed in the information of a new student, you need to come to “Enrolment”. First, search the new student and click the “pencil” icon. Then, select “Teacher” and “Course” before choosing the “Timetable”. You will see a complete timetable with teacher’s name and course fee. Please select the teacher you want by clicking the student’s fee. Moreover, you may click the icon in front of the teacher to check whether the class is full.

After that, you need to choose IMA or IPS materials for the new student. You click “Teaching Materials”, tick the books and teaching aids for the student. Then, choose the “calendar” to select the date that he or she attends the first class. Besides, you have to key in the barcode of the teaching materials. Lastly, click “Enroll” after checking all the data. The process of the enrolment is done now.

**NOTE 1 :** You should select “All Students” or else you can’t see the new student’s name.

**NOTE 2 :** The “Course”, “Timetable” and “Teaching Materials” are important for the enrolment. You cannot miss any of them.

**NOTE 3 :** Please make sure you have created the class or else it will be blank.

There are also some important functions in the “Enrolment”. Please pay attention to these functions.

### To update students’ data

All students must sit for the exam after each level. Whenever they pass the exam, they will be given a set of textbooks. Thus, you have to update their teaching materials at the same time. First, input the student’s name or click “pencil” icon to select it. Then, choose the course and click “Teaching Materials”. After you click it, select the book that has been issued to the student. And then, remember to key in the billing date and the barcode. Lastly, click “Update Enrolment” to finish this procedure.

**NOTE:** The “Recover the old barcode” is only used for the dropped students who return to the course afterwards.

### Certificate

If a student has passed the examination, you have to claim his / her certificate. First, search the student's name by clicking "pencil" icon. Next, select "IMA Certificate" or "IPS Certificate" in the Course Certificate. After that, select the "Grade" and click "Check". The "Starting Date" and the "Barcode" will be shown automatically. Thus, you just need to select the "Exam Date" and key in his / her "Score". After you click the "Add Certificate", this function has been done. If there are any mistakes, you can click the "pencil" in the "Function" to correct it.

**NOTE 1:** You are not allowed to select the certificate of the same level. There is a list below to let you refer.

**NOTE 2:** Please make sure the students' names are correct in the "Registration", otherwise it will influence the outcome. Besides, the initials of the student's name should be in capital letter (e.g. Teo Jin Heng).

**NOTE 3:** The sooner you key in the results, the sooner you will get the certificates.

### Attendance

This is a function for you to print out a list of students' attendance. It can be sorted by the teacher's name. After you click the "Attendance", please choose the course and the teacher. Then, select the date and click "Generate". You can see a list of students' attendance of the teacher you selected.

**NOTE 1:** It can be sorted by the teacher's name.

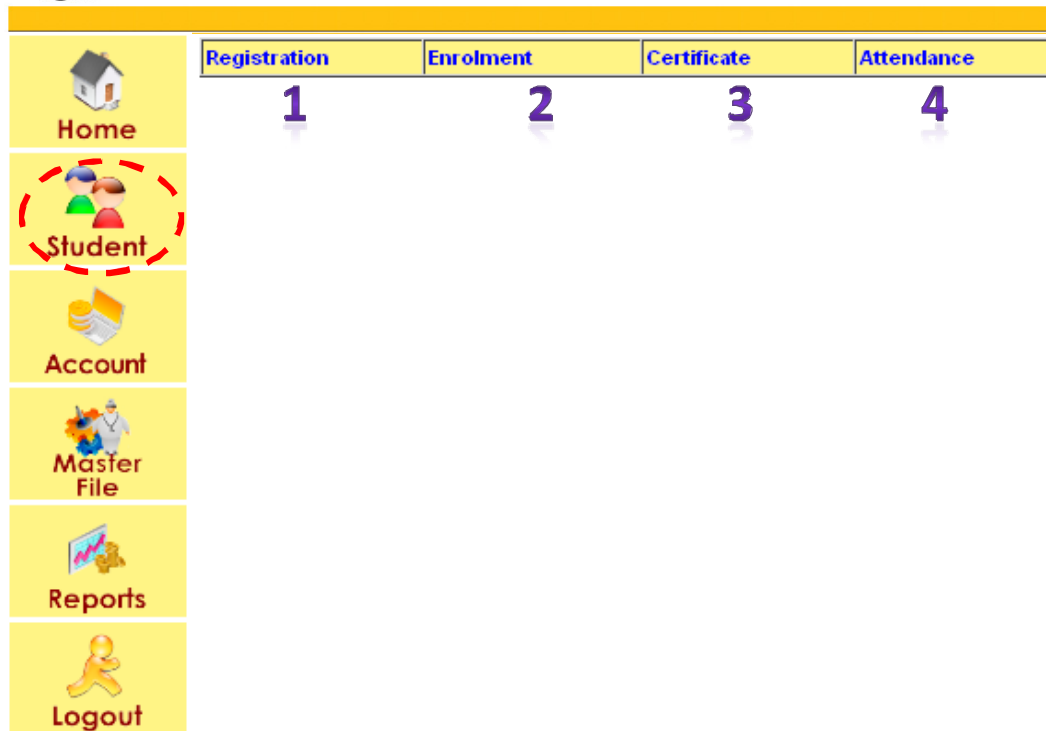
**NOTE 2:** The date is always the beginning of the month.

**NOTE 3:** "Rep" in the list of students' attendance means the replacement class.

**NOTE 4:** Every teacher has their own copy of students' attendance. Thus, they can arrange the replacement class for the students who are absent.

## Student

## Page 1



The best resolution of the program is 1152 x 840.

The Student consists of four functions, which are:

1. Registration ( refer p.2 & 3 )
2. Enrolment ( refer p.4 & 9 )
3. Certificate ( refer p.10 )
4. Attendance ( refer p.11 )

## Registration

## Page 2

The screenshot shows the 'Registration' page of the Intelligent Education Management System. The page has a yellow header with the system name in Chinese and English, and the IPS logo. Below the header is a navigation bar with tabs: 'Registration' (selected), 'Enrolment', 'Certificate', and 'Attendance'. On the left is a sidebar with icons for 'Home', 'Student', 'Account', 'Master File', 'Reports', and 'Logout'. The main content area is titled 'Student's Information' and 'New Student'. It contains a form with the following fields: 'Date & Time' (05-01-2012 - 15:44:54), 'Entered By', 'Student Id' (1294), 'Student Name', 'Date Of Birth' (05-01-2012), 'School Name', 'School Category' (Please Select), 'Gender' (Male), 'Address', 'Country' (Malaysia), 'Parent's Information' (Parent Name, Tel No, Mobile No, Relationship: Father), and 'Picture' (with a 'Browse...' button). At the bottom are buttons for 'Add Student', 'Reset', and 'Upload Picture'. A large 'PHOTO' watermark is visible on the right side of the form.

Whenever a new student registers, you must key in his/ her data according to the registration form.

After you have done it, click “Add Student”.

If you want to update a student’s data, please return to this page and click on “pencil” icon, then modify the data and click “Update Student”.

*\*You have to input all the details of the new students otherwise you cannot enroll them successfully.*

*\*Chinese characters are forbidden to use in the Intelligent Management System.*

*\*Before you click the “Add Student”, you have to upload the student’s photo.*

# Registration (To update students' information)

## Page 3

**卓越中国珠心算学院管理系统**  
Intelligent Education Management System

**Registration** | Enrolment | Certificate | Attendance

**Student's Information**

Date & Time: 08-01-2012 - 14:28:20  
Entered by: angel  
Student Id: 1296  
Student Name: Lai Si Yin  
Date of Birth: 26-11-2004  
School Name: SJKC Pu Sze  
School Category: Primary School  
Gender: Female  
Address: No. 1535, Jln Pulai Jaya 50, Bandar Pulai Jaya.  
Country: Malaysia

**Parent's Information**

Parent Name: Lai Yuh Cherng  
Tel No: 5565351  
Mobile No: 012-7228855  
Relationship: Father  
Photo: [Browse...]  
**Update Student** | Reset | Upload Picture

**Searching Student**

Keyword: [Search] [Clear]

**STEP 1** Total Current Students ( 224 )

No	ID	English Name	Telephone	Action
1	0006	Apple Lim Yu Yan	5545520	[Pencil] [Delete]
2	0062	Lian Jia Qing	5588545 / 012-7073496	[Pencil] [Delete]
3	0099	Cheng Jin Er	5545698 / 5213381	[Pencil] [Delete]
4	0122	Dhinakaran Nair A/L Nathan	5569750 / 017-7123297	[Pencil] [Delete]
5	0141	Kerk Hui Wen	5564403	[Pencil] [Delete]
6	0212	Teo Jing Wen	5205015	[Pencil] [Delete]
7	0239	Wee Kwong Yong	5205712	[Pencil] [Delete]
8	0321	Barry Lee Elle Joo	5568744 / 012-7818993	[Pencil] [Delete]
9	0338	Lian Zhi Xin	5588545 / 012-7073496	[Pencil] [Delete]
10	0450	Tham Khai Yun	2242323 / 5564442	[Pencil] [Delete]
11	0467	Ong Yi Xuan	5562660 / 019-7366225	[Pencil] [Delete]
12	0476	Omshraj A/L Maran	5211029	[Pencil] [Delete]
13	0553	Orecla Koh Qi Shan	5543423 / 016-3326894	[Pencil] [Delete]
14	0571	Aw Yew Lim	5577972 / 019-7786484	[Pencil] [Delete]
15	0577	Yee Shao Geng	5212218 / 012-7033622	[Pencil] [Delete]
16	0582	Tan Kai Hui	5547362 / 016-7518298	[Pencil] [Delete]
17	0593	Ang Jia Min	5216691	[Pencil] [Delete]
18	0604	Gan Li Hui	5205300 / 019-7549187	[Pencil] [Delete]

The best resolution of the program is 1152 x 840.

You can update your students' data anytime.

**Step 1:** Search the student by full name or keyword and click the “pencil” icon.

**Step 2:** Select “Update Student” after changing the student’s data.

*\*If you want to continue to key in new student’s data, please click the “New Student” on the top.*

*\*You can also check the student statistics list by choosing the “Current Students”, “All Students” & “Dropout Students”.*

## Enrolment

## Page 4

**Student's Information**

Student ID :
English Name :
School Name :

**STEP 1**

**Enrolment**

Class	Fee	Starting Date	Function
<div> <div>Teacher</div> <div> <div>— Please Select —</div> <div> <b>STEP 4</b> <b>STEP 5</b> </div> </div> </div> <div> <div>Course</div> <div> <div>— Please Select —</div> <div> <b>STEP 3</b> <b>timetable</b> <b>Teaching Materials</b> </div> </div> </div> <div> <div>Fee</div> <div></div> </div> <div> <div>Starting Date</div> <div> <div>17-12-2011</div> <div> </div> </div> <div> <b>STEP 6</b> </div> </div> <div> <div>Material</div> <div></div> </div> <div> <div> <b>STEP 7</b> <div>Add Enrollment</div> <div>Reset</div> </div> </div>			

**Dropped Course**

Course	Fee	Starting Date	Dropped Date	Teaching Materials
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After adding a new student's detail, please go to "Enrolment" and select the student's name.

Then, you follow the steps below:-

**Step 1:** Search the new student and click the "pencil" icon.

**Step 2:** Select "Teacher"

**Step 3:** Select "IMA Course"

**Step 4:** Choose "Timetable" (refer p.5)

**Step 5:** Choose "Teaching Materials" (refer p.6)

**Step 6:** Click on the "calendar" and select the date that student attends the first class.

**Step 7:** Click "Add Enrolment"



## Enrollment (Timetable)

## Page 5

admin.imaedu.com/intel/program/maNew/masterFiles/courseTimeTable.php?id=\$vid&Course=000001&TeacherId=34 - Google Chrome

admin.imaedu.com/intel/program/maNew/masterFiles/courseTimeTable.php?id=\$vid&Course=000001&TeacherId=34

Time Table for I M A COURSE

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10:30:00 am						Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120
13:00:00 pm			Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 15	
15:00:00 pm			Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 15 Yam Yee Fern 120	Yam Yee Fern 15 Yam Yee Fern 120
17:00:00 pm				Yam Yee Fern 120	Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120 Yam Yee Fern 120 Yam Yee Fern 15	
20:00:00 pm			Yam Yee Fern 15	Yam Yee Fern 15	Yam Yee Fern 80 Yam Yee Fern 120 Yam Yee Fern 15		

Click on “Timetable”, then choose the class by clicking on the teacher’s name.

**Step 1:** Click the selected teacher ( eg. Yam Yee Fern 120 ), that means you are going to enroll the teacher’s class and the monthly course fee is RM120.

**Step 2:** If you want to check whether the class is full, please click , it will show you how many students are in the class.

*\*Make sure you have chosen the “Teacher” and “Course” before clicking on the “Timetable”.*



# Enrollment (Teaching materials)

## Page 6



Material List for IMA A COURSE - Recover the old barcode

Teaching Materials	Price	Date	Reference Date	Bar code
<input checked="" type="checkbox"/> IMA Basic Level	40.00	28-10-2010	00-00-0000	17889
<input checked="" type="checkbox"/> IMA Elementary A	40.00	01-09-2011	00-00-0000	16245
<input type="checkbox"/> IMA Elementary B	40.00	08-02-2012		
<input type="checkbox"/> IMA Intermediate A	40.00	08-02-2012		
<input type="checkbox"/> IMA Intermediate B	40.00	08-02-2012		
<input type="checkbox"/> IMA Higher A	40.00	08-02-2012		
<input type="checkbox"/> IMA Higher B	40.00	08-02-2012		
<input type="checkbox"/> IMA Higher C	40.00	08-02-2012		
<input type="checkbox"/> IMA Advanced A	40.00	08-02-2012		
<input type="checkbox"/> IMA Advanced B	40.00	08-02-2012		
<input type="checkbox"/> IMA Grand Level	40.00	08-02-2012		
<input checked="" type="checkbox"/> IMA Stop Watch	50.00	28-10-2010	00-00-0000	22074
<input checked="" type="checkbox"/> IMA Abacus	25.00	28-10-2010	00-00-0000	9197
<input checked="" type="checkbox"/> IMA Bag	25.00	28-10-2010	00-00-0000	39045
<input checked="" type="checkbox"/> Registration Fee	30.00	28-10-2010	00-00-0000	Hue Wu Har
<input checked="" type="checkbox"/> Creative Thinking - Level 1	25.00	01-09-2011	00-00-0000	3299
<input type="checkbox"/> Creative Thinking - Level 2	25.00	08-02-2012		
<input type="checkbox"/> Creative Thinking - Level 3	25.00	08-02-2012		
<input type="checkbox"/> Creative Thinking - Level 4	25.00	08-02-2012		
<input type="checkbox"/> Creative Thinking - Level 5	25.00	08-02-2012		
<input checked="" type="checkbox"/> Photostat Exercise Book A	40.00	28-10-2010	00-00-0000	1307
<input type="checkbox"/> Photostat Exercise Book B	55.00	08-02-2012		

STEP 5 OK Reset

Now, you have to choose materials for the new student. Click “Teaching Materials”, select the materials and key in the correct starting date.

Please follow the steps below:-

**Step 1:** Tick the books and teaching aids

**Step 2:** Click on the “calendar” to select the starting date

**Step 3:** This function is only used for dropped students (refer p.9)

**Step 4:** Key in the barcode of the teaching materials

**Step 5:** Confirm all the data and click “OK”

## Enrollment

## Page 7

**Student Information** [Print Time Table](#)

Student ID : 0014  
English Name : Shanice Lai Yue Tzen  
School Name : -

**Enrollment**

Class	Fee	Start Date	Function
IMA Course	120	09-08-2010	Drop

Class: IMA Course [Time Table Materials](#)

Fee: 120

Start Date: 09-08-2010

Teacher: Ngoi Chai Yeo

Material: IMA BASIC ( 40.00 ) - 16578  
IMA Abacus ( 25.00 ) - 6943  
IMA Bag ( 25.00 ) - 3842

**Drop Course**

Class	Fee	Start Date	Drop Date	Materials
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After

**Student Information** [Print Time Table](#)

Student ID : 0014  
English Name : Shanice Lai Yue Tzen  
School Name : -

**Enrollment**

Class	Fee	Start Date	Function
IMA Course ( Ngoi Chai Yeo )	120	09-08-2010	Drop

Class: ----- Please Select ----- [Time Table Materials](#)

Fee:

Start Date: 23-03-2011

Teacher:

Material:

**Drop Course**

Class	Fee	Start Date	Drop Date	Materials
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Before

Once you have finished the said steps, the enrollment procedure is complete.

Click “Enroll” button after checking all the data carefully.

*\*You should select “All Students” or else you can’t see the new student’s name.*

*\*The “Course”, “Timetable” and “Teaching Materials” are important for the enrolment. You cannot miss any of them.*

*\*Please make sure you have created the class or else it will be blank.*

# Enrollment (To update students' data)

## Page 8

The screenshot shows the 'Enrollment' tab of the Intelligent Education Management System. The interface is divided into several sections:

- Registration** (highlighted in yellow): Contains 'Student's Information' (Student ID: 1291, English Name: Lee En Qi, School Name: Omega Jaya) and 'Enrollment' details (Class: IMA A COURSE, Fee: 150, Starting Date: 14-12-2011, Function: Drop). A red box labeled 'STEP 1' highlights the Student's Information section.
- Enrollment**: Contains a 'Teacher' dropdown (Liou Tsuey Lian), a 'Course' dropdown (IMA A COURSE), and a 'Material' dropdown (IMA Basic (40.00) - 20007). A red box labeled 'STEP 2' highlights the Course dropdown.
- Materials**: A table of available materials with columns: Material, Price, Date, Date, Date, Barcode. A red box labeled 'STEP 3' highlights the 'Materials' link.
- Update Enrollment**: A button labeled 'Update Enrollment' with a red box labeled 'STEP 4'.
- Dropped Course**: A table with columns: Course, Fee, Starting Date, Dropped Date, Teaching Materials.

Annotations include arrows pointing from the 'Materials' link to the 'Materials' table and from the 'Update Enrollment' button to the 'Update Enrollment' button.

**Tips:**  
After clicking the "Materials", a window will pop up, you will see the image shown as left.

Next, you just choose the books that the student takes, remember to key in the billing date and Barcode.

After that just click "OK", then go back to step 4.

All students must sit for an exam after each level. Whenever they pass the exam, they will be given a set of textbooks.

Now, you follow the steps below to update their teaching materials:

**Step 1:** Input the student's name or click "pencil" icon to select it

**Step 2:** Choose the existing course

**Step 3:** Click "Teaching Materials"

**Step 4:** Click "Update Enrolment" to finish

*\*The "Recover the old barcode" is only used for the dropped students who return to the course afterwards.*

## Enrollment (Drop a student)

## Page 9

**Student's Information** [Print Time Table](#)

Student ID : 1291  
 English Name : Lee En Qi  
 School Name : Omega Jaya

**Enrolment**

Class	Fee	Starting Date	Function
I M A COURSE ( Liou Tsuey Lian )	150	14-12-2011	Drop

**Enrolment**

Class	Fee	Starting Date	Function
I M A COURSE ( Liou Tsuey Lian )	150	14-12-2011	Drop

Course: I M A COURSE - Liou Tsuey Lian

Dropped Date: 00-00-0000

Reason:

\*\*\* The dropped date is the last date of student attend class.

**Drop** **Reset**

**Dropped Course**

Course	Fee	Starting Date	Dropped Date	Teaching Materials
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If a student wants to stop his/ her course, you have to go to “Enrolment”. Follow the steps below:

**Step 1:** Type the student's name and click “pencil”

**Step 2:** Click “Drop” in the “Function”

**Step 3:** Choose the dropped date & write the reason

**Step 4:** Click “Drop” to finish this procedure

*\*The “Dropped Date” means the last date of student attending the class.*

*\*You may change the dropped date and reason by clicking on the date in the “Dropped Date”.*

*\*Even if a student stops the course temporarily, you also have to drop him/her. Otherwise, you will be still charged for the monthly Royalty Fee.*

*\*If the student comes back to continue the course, you have to redo the enrolment.*

# Certificate (To claim certificate)

## Page 10

**Student Information**

Student ID : 1238  
English Name : Goo Cai Xuan  
School Name : 道文华小

**STEP 1**

Course Certificate : --- Please Select --- **STEP 2**  
Grade : 9 **STEP 3** Check  
Start Date : 12-08-2011  
Exam Date : 05-01-2012 **STEP 4**  
Barcode : 16129, 3143  
Score **STEP 5** : 98  
**STEP 6** Add Certificate Reset

Start Date	Exam Date	Barcode	Grade	Score	Function
24-02-2011	12-08-2011	14505	10	95	

**Student Information**

Student ID : 1238  
English Name : Goo Cai Xuan  
School Name : 道文华小

Course Certificate : --- Please Select ---  
Grade : 9 Check  
Start Date : 12-08-2011  
Exam Date : 05-01-2012  
Barcode : 16129, 3143  
Score :  
Add Certificate Reset

**Tips:**  
If data key in wrong, you can click the icon to modify it, click "Update Certificate" to save the action.

If a student has passed the examination, you have to claim his/her certificate through the steps below.

**Step 1:** Type the student's name & click "pencil"

**Step 2:** Select the "Course Certificate"

**Step 3:** Select the "Grade" and click "Check" button. The "Starting Date" and the "Barcode" will be shown automatically.

**Step 4:** Select the "Exam Date"

**Step 5:** Key in his / her "Score"

**Step 6:** Click the "Add Certificate"

*\*You are not allowed to select the certificate of the same level.*  
*\*The students' names should be correct in the "Registration", otherwise it will influence the outcome. Besides, the initials of the student's name must be in capital letter (e.g. Teo Jin Heng).*  
*\*The sooner you key in the results, the sooner you will get the certificates.*

# Attendance

## Page 11

**卓越中国珠心算学院管理系统**  
Intelligent Education Management System IPMS

Home Student Account

Registration Enrolment Certificate Attendance

**Attendant List**

Subject: — Please Select —  
Teacher: — Teacher —  
Date: [Date Picker]

**STEP 1 - 3**

**STEP 4** → Generate Reset

INTELLIGENT MENTAL-ARITHMETIC  
IMA COURSE (12 / 2011)

No	Teacher	Student	REC	Fee	1	2	3	4	5	Rep.	Rep.	Rep.	Rep.
1	Liou Tsuey Lian	Benjamin Tan Min Zhe		80.00									
2	Liou Tsuey Lian	Ho Jin Yang		80.00									
3	Liou Tsuey Lian	Hoo Yen Yi		80.00									
4	Liou Tsuey Lian	Ko Le		80.00									
5	Liou Tsuey Lian	Lee Sheau Wen		80.00									
6	Liou Tsuey Lian	Lua Jia Yi		80.00									
7	Liou Tsuey Lian	Neo Wei Hao		80.00									
8	Liou Tsuey Lian	Sew Yi Xian		80.00									
9	Liou Tsuey Lian	Soo Yi Tao		80.00									
10	Liou Tsuey Lian	Tan Kai Huei		80.00									
11	Liou Tsuey Lian	Tan Kai Yi		80.00									
12	Liou Tsuey Lian	Wong Choon Khang		80.00									
13	Liou Tsuey Lian	Ang Jia Min		120.00									
14	Liou Tsuey Lian	Au Man Choon		120.00									
15	Liou Tsuey Lian	Chan Guan Wu		120.00									
16	Liou Tsuey Lian	Chin Heng Li		120.00									
17	Liou Tsuey Lian	Chng Kar Yong		120.00									
18	Liou Tsuey Lian	Danies Mok Ming Cheng		120.00									
19	Liou Tsuey Lian	Darren Leong Yik		120.00									
20	Liou Tsuey Lian	Emily Ooi Zhi Jun		120.00									
21	Liou Tsuey Lian	Gan Jun Hong		120.00									
22	Liou Tsuey Lian	Goh Tong Wei		120.00									
23	Liou Tsuey Lian	Goo Cai Xuan		120.00									
24	Liou Tsuey Lian	Hue Zhong Han		120.00									

This is a function for you to print out a list of students' attendance. Please follow the steps below:-

**Step 1:** Choose the course

**Step 2:** Select the teacher

**Step 3:** Select the date

**Step 4:** Click "Generate" to finish this procedure.

*\*It can be sorted by the teacher's name.*

*\*The date is always the beginning of the month.*

*\*"Rep" in the list of students' attendance means the replacement class.*

*\*Every teacher has their own copy of students' attendance. Thus, they can arrange the replacement class for the students who are absent.*